



Job Opportunity

State Controller's Office

Position: Office Assistant (General)

Statewide

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: April 28, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-641-1441-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of a Principal Claim Auditor, the incumbent will perform the following tasks. Specific duties include, but will not be limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Record, code, and batch all incoming claim schedules received by the Audits Division. Process claims for payment.
- Answer telephone inquiries pertaining to specific claims on a computer tracking system.
- File documents and record various information on a personal computer. Maintain the paid claim files.
- Operate office copying machine and purge files.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls